

CITY OF HELENA



**Position Title:** Admin Assistant III (Working Title: HR Assistant)

**Department:** Human Resources Division: \_\_\_\_\_

**FLSA:** Non Exempt

**Pay Grade:** 137

Regular Full-time     Regular Part-time     Temporary/Seasonal     On-Call

**Hours worked per week:** 40

**Daily Shift:** 8:00 a.m. – 5:00 p.m.

**Work Schedule:**  Su  M  T  W  Th  Fr  Sat

**Incumbent Name:** \_\_\_\_\_

**Supervisor:** Human Resources Director

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Purpose:**

Serves as Human Resources Assistant to include maintaining human resource and employee personnel files, records, and documentation; serving as a resource for answering frequently asked questions from applicants and employees; providing administrative and clerical support to the HR department; processing invoices and credit card statements; assisting with planning and execution of HR-sponsored events; and supporting safety initiatives and activities. Administers employment function to include managing all phases of search and recruitment processed; assisting departments in drafting job qualifications and hiring criteria; placing job postings and administering advertisement processes; screening applications; preparing candidate correspondence; scheduling and coordinating new employee orientation. Manages the HR function for seasonal, temporary, and “on call” employees to include administering applicable benefits (e.g., vacation leave credits, MPERA); coordinating and administering the recruitment and hiring processes; advising departments on employment policies; entering employee biographic and employment information into the ERP.

**Duty I: Serves as Human Resources Assistant**

30% Time

Essential

Tasks:

- Maintains accurate and up-to-date human resource and personnel files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate HR staff.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides administrative and clerical support to the HR department, including but not limited to ordering supplies, entering HR timesheets.
- Processes HR invoices and credit card statements.
- Assists with planning and execution of special events such as benefits enrollment, blood drives, city-wide meetings, wellness programs, employee recognition events, holiday parties, retirement celebrations.
- Updates and refreshes the City of Helena HR web page and intranet.

## **Duty 2: Administers Employment Function**

45% Time

Essential

### Tasks:

- Develops, facilitates, and implements all phases of the search/recruitment process.
- Serves as a resource for applicants and prospective applicants.
  - Collaborates with department supervisors, search committee chairs, and HR staff, to identify and draft detailed job qualifications and hiring criteria.
  - Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
    - Identify recruiting/advertising outlets.
  - Arranges and places job postings and administers advertisement processes.
  - Screens applications and forwards minimally qualified candidates to search committees.
  - Coordinates with candidates and search committee members in scheduling interviews.
  - Oversees and manages preparation of interview questions and other hiring and selection materials.
  - Works with supervisors in arranging and/or conducting background screenings and references checks.
  - Collaborates with the hiring manager and/or other human resource staff during the offer process which may include establishing start dates and other pertinent details.
  - Coordinates with search chairs to finalize and complete the search/recruitment process.
  - Prepares candidate correspondence, prepares personnel file, schedules new employee orientation.
  - Coordinates New Employee Orientation
  - Ensures compliance with federal, state, and local employment laws and regulations, and city policies.
  - Attends and participates in job fairs and recruiting sessions.

## **Duty 3: Support Safety and Drug Testing Activities**

10% Time

Secondary

### Tasks:

- Enters Worker's Compensation First Incident Reports.
  - Collaborates with HR staff to coordinate FML, Return to Work, Light Duty, etc.
- Maintains applicable OSHA documentation to complete annual OSHA Form 300
- Schedules drug and alcohol pre-employment testing, runs and schedules random drug tests, assist with determination for post-accident testing and reasonable suspicion testing, conduct required training, record keeping, planning and coordinating safety training, inspections and meetings.
- Reports testing results to the Department of Transportation.

## **Duty 4: Manages the HR function, to include the Enterprise Resource Planning ("ERP") system, for seasonal, temporary, and "on call" (non-benefitted) employees**

10% Time

Secondary

### Tasks:

- Administer applicable benefits (e.g., vacation leave credits, MPERA)
- Coordinate and administer the recruitment and hiring processes for seasonal employees
- Advise departments on employment policies related to seasonal employees
- Enter employee biographic and employment information into the AS400 – avoiding development of duplicate records
- Create/develop seasonal, temporary and "on call" positions
- Develop applicable reports regarding employee lists, employment status, labels, hire dates, salary, benefits etc.
- Routinely perform batch TERM processes
- Work with payroll to improve ERP efficiencies
- Develop solutions to resolve HR and Payroll data issues

- As assigned, conducts reviews of employee records to ensure reported time and pay is correct and in accordance with Personnel Policy, various Union contracts, the FLSA and other applicable State and Federal laws.

**Duty 5: Shared HR Staff Responsibilities**

5% Time

Secondary Duties

Tasks:

- Assist in onboarding employees;
- Assist in exiting employees;
- HR budgeting: exercise sound and responsible fiscal management;
- Support and back up HR office staff when needed;
- Represent the HR Office in City and external meetings;
- Assure confidentiality and integrity for all City employee demographic, salary and benefit information;
- Other duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Attentiveness to detail and proven ability to use sound professional judgement.
- Knowledge of Federal Labor Standards Act relating to employment of minors, minimum wage, overtime pay and compensatory calculations
- Knowledge of the Equal Opportunity in Employment Act.
- Ability to correctly interpret procedures, laws, codes, and regulations within assigned area of expertise
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to multi-task and meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Aptitude for technology and efficiencies gained from proficient use of and ERP and other similar computer applications

**Minimum Qualifications (Education, Experience and Training):**

- Bachelor’s Degree in Human Resources Management, Business Administration, Industrial Psychology, or a closely related field and progressive responsibility in human resources, preferably familiarity with the employment, recruitment and hiring processes. A combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work may be considered.

**Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**License or Certificate:**

**Supervision Received:**

Under the supervision of the Human Resources Director.

**Supervision Exercised:**

N/A

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or  NO

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updated: 10/13/2021